

Date Returned to homeowner for information: _____
Date Forwarded to Board for approval: _____

ARCHITECTURAL REVIEW APPLICATION

In an effort to maintain property values, deed restrictions require that **exterior changes be approved by an Architectural Review Committee prior to commencing work**. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your deed restrictions for additional information. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. **COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.**

Subdivision: _____ Start Date: _____ End Date: _____
Owner Name: _____ Home/Cell Phone: _____
Mailing Address: _____ Work Phone: _____
City: _____ State: _____ Zip: _____ Property Address: _____

Please check the improvements and/or check the item applicable to your request. **Please see below and reverse side for additional information that may be required:**

- | | | |
|---|--|--|
| <input type="checkbox"/> Repair: _Siding/Wood _ Brick | <input type="checkbox"/> Replace Mailbox- Type: _____ | <input type="checkbox"/> Install Fence – Type _____ |
| <input type="checkbox"/> Replace/Repair Roof | <input type="checkbox"/> Paint: _Wood Exterior _Trim | <input type="checkbox"/> Install: _Storm Door _Windows |
| <input type="checkbox"/> Replace & Paint Siding | <input type="checkbox"/> Paint: _Shutters _Door | <input type="checkbox"/> Install: _Patio _Patio Cover _Pergola |
| <input type="checkbox"/> Replace Door: _Garage _Front | <input type="checkbox"/> Stain: _Deck _Dock _Fence | <input type="checkbox"/> Install: Storage Shed |
| <input type="checkbox"/> Replace/Repair Fence | <input type="checkbox"/> Extend/Resurface: _Driveway _Walk | <input type="checkbox"/> Room Addition – provide drawings |
| <input type="checkbox"/> Landscaping: _Fountain _Tree removal _Tree replacement/new _Flowerbed/s _Backyard landscaping (lake/golf course lots – include survey map w/plants and materials to be used). Note others below. | | |
| <input type="checkbox"/> Install structure: _Fort _Play Structure _Basketball Goal (permanent) _Satellite Dish _Flag Pole. Note others below. | | |
| <input type="checkbox"/> Other: _____ | | |

Who will perform the work? Name/Company: _____ Phone: _____

INSTRUCTIONS

Submit your survey map and then insert any proposed addition (room, outbuilding, fence, etc.). Feel free to enclose photographs, sales literature, brochure pages, etc. Your application will be returned if samples of paint, roof shingle, siding and the survey map are not attached if required for project. Please make sure to sign the form before returning it to SCS Management Services.

INFORMATION REQUIRED:

1. Exterior Painting - attach **2** samples of your color choice in the box on the reverse side. **If you are applying for a base paint color with a different color trim, please include two samples of each color.**
2. Roofing Materials - Attach a small sample of shingle in the box on the reverse side. **Please include manufacturer name, color of shingle and years of warranty.**
3. Addition of fence, driveway, walkway, storage shed or other free standing structure (fort/jungle gym, satellite dish, BB goal, etc.) - draw location of improvement on **survey map** and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint and roofing materials.
4. New Construction, Room Additions – include the **survey map** with location of new construction and/or addition drawn in plus elevation and side view; show windows, doors, pitch of roof, etc. Indicate all construction materials for exterior walls and roof, submit samples of each. **New Construction plans will not be returned but kept on file with SCS MGMT.**
5. Pool requirements – submit **survey map** showing planned location of the pool. Include distance from each fence and pump equipment location. Include approval letters from MUD District and/or City/County permit as required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.

I request a response as quickly as possible but agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

SIGNATURE OF HOMEOWNER

DATE

ATTACH TWO SAMPLES OF MATERIALS HERE

BASE COLOR

TRIM COLOR

FOR COMMITTEE USE ONLY

SUBMISSION APPROVED

Thank you for submitting your plans for exterior changes. Your application has been **approved** for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: _____

Authorized Association Representative: _____ Date: _____
 Authorized Association Representative: _____ Date: _____

SUBMISSION DENIED

Your application for exterior changes has been **denied**, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

- ☐ A. color selection is not an approved shade
☐ B. height or size limitations are exceeded
☐ C. placement on lot appears to violate front set-back lines or side/rear easements
☐ D. construction materials are not in accordance with guidelines
☐ E. other: _____

Authorized Association Representative: _____ Date: _____
 Authorized Association Representative: _____ Date: _____

ADDITIONAL INFORMATION REQUIRED

☐ Committee requests **additional information** prior to processing your request.

Comments: _____

Authorized Association Representative: _____ Date: _____
 Authorized Association Representative: _____ Date: _____

RETURN TO: SCS Management Services, Inc. ♦ 7170 Cherry Park Drive ♦ Houston, Texas 77095

Telephone: (281) 463-1777 ♦ Fax: (281) 463-0050 ♦ E-mail: info@scsmgmt.com